



## **Request for Proposal: Consultant and Facilitation Services to Conduct Strategic Planning and By-law / Board Policies Review**

The Cross-Cultural Community Services Association (TCCSA) is a GTA-based settlement agency that provides services to facilitate the settlement and integration of newcomers to Canada. We are a charitable organization managed by a community Board of Directors and offer a variety of programs at our four office locations.

TCCSA is approaching the end of its current strategic plan 2009-2012. During this period, TCCSA has faced many challenges. In order to cope with these changes, we are inviting qualified consultants to submit a proposal for a contract to carry out a strategic planning and board governance review project for the agency. This exercise is part of an organization capacity building project to further the agency's long-term vision and growth. It helps strengthen the agency's capacity to deliver quality settlement service to the immigrant community in the GTA. The consultant will work with our Board of Directors and the Strategic Planning Committee to develop the overall approach and work plan.

### **Major Project Activities**

- Development of a 3-year Strategic Plan that will provide directions to the agency for 2012 and beyond
- Review and update TCCSA By-Laws and Board Policies
- Provide training to TCCSA Board and Staff on strategic planning, policy development and board governance
- Identify key issues regarding agency operation and sustainability that can be addressed in Phase 2 of TCCSA's Organizational Capacity Building Project

### **Role of Consultant/Facilitator**

- Conduct internal and external environmental scan and collect information from board, staff, and other stakeholders on sector and agency needs related to service provision for immigrant community
- Based on feedback collected, develop and deliver training for TCCSA board and staff on strategic planning, policy development and board governance
- Facilitate strategic planning and board policy development activities
- Work with Board to update TCCSA By-laws and Board Policies



**The Successful Consultant/Facilitator will demonstrate:**

- Experience in project management in a community-based setting
- Demonstrated knowledge and experience in strategic planning, board governance and policy development in the not-for-profit sector
- Excellent group facilitation and communication skills
- Extensive knowledge of the immigrant (especially Chinese and Asian population) serving sector in Ontario
- Demonstrated ability to write in clear and accessible language

**Timeframe:**

The deadline for applications will be 5:00p.m. Friday, September 9, 2011. The project is slated to finish by May 31, 2012.

The proposal must not exceed 8 pages and must include the following information:

- Detailed description of the approach and methodology employed to carry out the project
- Description of project timeframe and milestones
- Detailed cost breakdown, not to exceed \$22,600.00 (including HST), and suggested schedule of payment
- A detailed C.V. of the consultant with specific/related tasks carried out
- Two reference contacts

Please submit your proposal to:

Executive Director  
The Cross-Cultural Community Services Association  
310 Spadina Avenue, Suite 301  
Toronto, Ontario M5T 2E8

Or email to: [recruit@tccsa.org](mailto:recruit@tccsa.org).

For enquiry, please call (416) 977-4026 ext. 226

***We thank all applicants but regret that only candidates short-listed will be contacted.***

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